

ATD Sacramento Board Meeting Minutes – August 30, 2022

Meeting Details Date: Tuesday, August 30, 2022
Time: 5:30 PM – 7:00 PM
Location: Online
(<https://us02web.zoom.us/j/81233132098?pwd=RWtxNkJrYnUyZkV2Q1duUitTeFRVZz09>)
Facilitator: Matt Clark

Attendees The following individuals are in attendance:

Name (Role)	Attended?
Matt Clark (President)	Present
Alice Sandridge (Membership)	Absent
Jen Anderson (Finance)	Present
Lucia Stewart (Marketing & Communications)	Present
Nunu Phengphanh (Programs)	Present
Erin Castleberry (Virtual Assistant)	Present

Agenda Items The table below identifies the various agenda items, approximate start times, and allotted time:

Item
Welcome/Call to Order
VOTE #1: July Meeting Minutes
Review of Action Items
Goals: Fall & Winter 2022
Sponsorship Tiers Discussion & Vote
All Leaders Conference (ALC) 2022
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:31 PM

ATD Sacramento Board Meeting Minutes

Vote #1: July 2022 Minutes Review and approval of the July 2022 meeting minutes

Motion: Jen Anderson
 Second: Matt Clark
 Motion Passed

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Schedule time with Lucia re: website	In progress
2	Matt	Provide cell number in Slack	Complete
3	Erin	Send Katrina event info to Board for raffle	Complete
4	Erin	Drop off book to Jen	Complete
5	Alice	Pick up ATD banner from Matt	Complete
6	Jen	Send out Finance report	Complete
7	Erin	Send Jen deposit info for July	Complete
8	Erin	Send in invoices	Complete
9	Nunu	Confirm date for October event	Complete

Goals: Fall & Winter 2022 (Matt)

- Review of goals discussion from Board retreat and brainstorming on additional goals
- SMART goals for remainder of 2022:
 - Sponsorship Tiers Implementation (Jen)
 - Onboarding Project (Jen/Nunu)
 - Social Media Engagement via polling, videos, etc (Lucia)
 - Possible polling topics
 - in-person event comfortability after September event
 - what do you want to see from ATD in 2023?
 - How do you want to engage with ATD (events, volunteer, board, etc)
 - Consultant Referral Page (Alice)
 - Newsletter #2 (Lucia)

Sponsorship Tiers (Jen)

- Review of updated proposed tiers
- Jen will send out comparison between tier pricing vs. cost of incentives provided so Board can evaluate and vote

ALC 2022 (Matt)

- October 20-22 in DC area (Arlington)
- \$200/person or \$800/group of 5
- Matt, Nunu, and Lucia unable to attend due to previous engagements
- Jen will check schedule and get back to Matt
- Matt will check in with Alice
- Probably sending 1 person from Board would best fit the budget

Monthly Financial Report (Jen)

- Review of prepared financial report
- Currently in the positive
- Have not done the profit sharing for the Jerry Talley or Katrina events yet

Monthly Membership Report (Matt)

- Review of prepared membership report
- 134 members, 120 active, 2 new, 8 overdue renewals, 45% PM ratio (!!!)

Monthly Programs Report (Nunu)

- August 29 event
 - 10 attendees out of 18 registered
 - Nunu will send survey link to Erin
- September 14 event
 - Currently at 5 registrants
 - Erin to add Mendocino Farms as catering provider on webpage and future promos
 - Nunu will reach out to Erin L. re: promoting the event on her social media and providing a possible blog or video that we can send out
 - Discussion on timing of dinner vs. program
 - Matt will send Suzanne's contact info to Nunu for possible assistance at event
 - Review of in-person event procedures for meeting bag, check-in, etc
 - Erin will coordinate meeting bag drop off with Nunu
 - Nunu will download square app so Erin can train on taking payment
 - Matt will deliver ATD banner to Nunu prior to event
- October 27 event
 - Date has been confirmed with Paul Briley; topic on coaching
 - Nunu finalizing course info with Paul and will send to Erin and Lucia
- November 7 event
 - Date has been confirmed with Jeff Harry; topic: psychological safety
 - Will be a virtual event
 - Course info to follow
- Jerry Talley October series
 - Nunu received info from Jerry and will send to Lucia and Erin for publishing

Roundtable Discussion (Board)

- Review of chapter engagement polling question; more discussion to follow on Slack

- Wells Fargo update – Jen’s credit limit increased; Nunu’s card issued; TS’ card terminated
- Discussion on requirements for key executive for WF account and Board action taken s follows:

Vote #2: Wells Fargo Key Executive Designation of Jen Anderson (Director of Finance) as Key Executive for Wells Fargo accounts

Motion: Matt Clark
 Second: Nunu Phengphanh
 Motion Passed

Ayes	Nays
3	0

Adjournment – 7:00 PM

Action Items The following items have been established as action items for follow up:

Who?	What?	By When?
Erin	Schedule time with Lucia re: website	9/1
Jen	Send out tiers vs. incentives comparison	ASAP
Matt	Check w/ Alice on ALC availability	ASAP
Jen	Check schedule re: ALC	ASAP
Nunu	Send 8/29 survey link to Erin	ASAP
Erin	Add Mendocino Farms info to 9/14 event	ASAP
Nunu	F/U w/ Erin L. re: promoting event on her socials and providing blog and/or video	ASAP
Matt	Send Suzanne contact info to Nunu	ASAP
Lucia	Repost 9/14 event info and tag Erin L.	ASAP
Nunu	Send Jerry Talley Oct series info to Erin/Lucia	ASAP
Erin	Coordinate meeting bag drop off with Nunu	9/14
Matt	Deliver ATD banner to Nunu for Sept event	9/14
Nunu	Download square app for Sept event	9/14
Erin	Send meeting minutes to Jen for WF info	ASAP